



City of Rochester, Minnesota
FIRE CIVIL SERVICE COMMISSION
DANIEL PULFORD - JOEL TRAVER - HELENA MENDES-SOARES



MEETING NOTICE

Fire Civil Service Commission
Date: **Tuesday, August 20, 2019**
TIME: **3:15 PM**
LOCATION: City Hall **Conference Room 104**

AGENDA

Call to order

Agenda Item 1

Approve minutes from the June 18, 2019 meeting

Agenda Item 2

Open comment period

Agenda Item 3

Fire Chief's update

Agenda Item 4

Approve proposed revisions to FCSC Rules & Regulations, Section 10

Agenda Item 5

Approve proposed revisions to FCSC Rules & Regulations, Section 13

Agenda Item 6

Approve proposed additions and modifications to the following job descriptions:

- a. Fire Inspector
- b. Assistant Fire Marshal
- c. Fire Marshal

Other Business

Next Meeting Date

Proposed September 17, 2019 at 3:15 pm in Conference Room 104.



ROCHESTER FIRE CIVIL SERVICE COMMISSION MEETING
June 18, 2019 3:15PM
City Hall Conference Room 104

Commissioners present: Dan Pulford, Joel Traver, Helena Mendes-Soares

Guests present: Deputy City Attorney Dave Goslee, Fire Chief Eric Kerska, Deputy Fire Chief Vance Swisher, Assistant Director of Human Resources Jennifer Simpson, Battalion Chief Holly Mulholland and Administrative Assistant Julie Ladage

Call to Order

The meeting was called to order by Fire Civil Service Commission President Dan Pulford at 3:15 pm.

Agenda Item 1

The minutes for the May 21, 2019 Fire Civil Service Commission meeting were reviewed. Helena Mendes-Soares motioned to approve the minutes as submitted. There was no further discussion and the minutes were unanimously approved.

Agenda Item 2

Open Comment Period

No open comments

Agenda Item 3

Chief Kerska provided an update on the following:

- The Motor Operator process
- The Department is in the final phase of the Strategic Planning process.
 - Presentations will be made as follows:
 - Strategic Planning Team
 - Fire Staff
 - City Administration
 - City Council

Dan Pulford requested a presentation be made to the Fire Civil Service Commission to which Chief Kerska agreed.

Agenda Item 4

Chief Kerska requested that the Fire Civil Service Commission approve changes to Section 13 of Fire Civil Service Commission Rules & Regulations. Motion was made by Dan Pulford to approve as presented and the changes to Section 13 were unanimously approved.

Agenda Item 5

Jennifer Simpson presented the Motor Operator Eligibility list to the Commission for certification. Joel Traver motioned to approve the Eligibility list pending verification that Veteran’s preference points were used in the calculation and the list was unanimously approved.

Other Business

- The Commission unanimously approved the request from Chief Kerska dated June 18, 2019 for the Commission to certify to the City Council five regular open firefighter positions and two temporary firefighter positions utilizing the “rule of three”.

The next meeting is scheduled for Tuesday, July 16, 2019 at 3:15 pm in Conference Room #104, City Hall.

Meeting Adjournment

The meeting was adjourned by Fire Civil Service Commission President Dan Pulford at 3:39 pm.

Respectfully submitted,

Joel Traver
Secretary, Fire Civil Service Commission

Date

DRAFT

SUPPLEMENTAL AGENDA INFORMATION

Fire Civil Service Commission

Meeting Date: *August 20, 2019*

AGENDA ITEM 4

The proposed modifications/additions to Section 10 are regarding the Entrance Examinations for the Fire Inspector, Assistant Fire Marshal, Fire Protection Specialist, and Fire Marshal positions.

Assistant Fire Marshal and Fire Protection Specialist modifications – The proposed modifications to the examination processes for these positions make them more consistent with the entrance language and examination weighting recently adopted for the Firefighter position. In addition, similar to promotional processes, the proposed examination process for these positions is intended to focus on job competencies and the modifications eliminate examination weightings associated with written examinations, education, and experience.

Fire Inspector and Fire Marshal additions – Due to the existing staff needs of the Fire Marshal division, and the proposed hiring recommendations identified in the Fire Strategic plan, an examination process may be necessary for these positions in the foreseeable future. The recommendation is to keep these examination processes consistent with the proposed modifications to the Assistant Fire Marshal and Fire Marshal as described above.

Action Requested: *Approve the proposed modifications to Section 10 for the Assistant Fire Marshal and Fire Protection Specialist and approve the addition of the Fire Inspector and Fire Marshal positions to this proposed examination process.*

AGENDA ITEM 5

The proposed addition of language in Section 13 addresses promotional situations outside of a promotional examination process, as defined in Section 10. The language provides for an employee offered a transfer or promotion through an “entrance examination” process to undergo any relevant examinations similar to candidates seeking initial appointment.

Action Requested: *Approve the addition of language to Section 13 as proposed.*

AGENDA ITEM 6

Additions and modifications are being proposed to the following job descriptions:

Fire Inspector: In February 2019, a group of department representatives identified competencies necessary for success in the Fire Inspector position. The competencies that this group identified are included within the proposed modifications to this job description. In addition, the required "Licenses and/or Certifications" section was modified to include job-related certifications and the timeline post hire for the achievement of these certifications.

Assistant Fire Marshal: In February 2019, a group of department representatives identified competencies necessary for success in the Assistant Fire Marshal position. The competencies that this group identified are included within the proposed modifications to this job description. In addition, the required "Licenses and/or Certifications" section was modified to include job-related certifications and the timeline post hire for the achievement of these certifications. Finally, there is clarifying language proposed in the "Duties and Responsibilities" section regarding the investigation of both fire and explosion related incidents.

Fire Marshal: On August 2, 2019, a group of department and City teammates identified competencies necessary for success in the Fire Marshal position. The competencies that this group identified are included within the proposed modifications to this job description. In support of the proactive, community risk reduction focus of this position, there were several bullet points added to describe the community involvement, partnership, and education components that the Fire Marshal position will entail. Other proposed modifications mirror language recently adopted in the Battalion Chief position regarding the expectations of department leadership team members.

Action Requested: *Approve the additions and modifications to the Fire Inspector, Assistant Fire Marshal, and Fire Marshal job descriptions as proposed.*

CITY OF ROCHESTER
 FIRE CIVIL SERVICE COMMISSION
 RULES AND REGULATIONS

SECTION 10. EXAMINATIONS AND WEIGHTS ASSIGNED:

A. ENTRANCE EXAMINATION – FIREFIGHTER (AMENDED 01/16/2018)

Each applicant for the **Firefighter** position shall submit an application complete with appropriate documentation to support meeting the minimum job requirements. All minimum qualifications must be met at the time the application is submitted and maintained throughout the hiring process unless otherwise provided within the **Firefighter** job description. An applicant who fails to meet established minimum qualifications will be rejected and not allowed to participate in the examination process.

The examination for **Firefighter** contains the components noted below. The percentage following each examination component represents the component’s weight within the total examination process. Examination components marked with an (*) require the achievement of a passing score in order to advance to the next phase of the examination process.

PHASE 1: Written Examination*

PHASE 2: Written Assessment*

PHASE 3: Oral Interview 100%*

Eligibility Register

All candidates who have successfully completed the entrance examination process shall be placed on the Firefighter eligibility register in rank order by examination score, including the addition of any Veteran’s Preference points if applicable, to be certified by the Fire Civil Service Commission.

Background Investigation/Interview with the Fire Chief

Prior to an offer of employment, applicants on the eligibility register shall be subject to a background investigation and may be required to complete an interview with the Fire Chief.

Conditional Appointment/Medical and Psychological Examinations

Candidates on the eligibility register who have successfully passed all phases of the employment process may have their names submitted to the appointing authority to be considered for conditional appointment. This appointment is conditional upon the successful completion of medical and psychological examinations as identified in Section 13 of these rules.

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B. ENTRANCE EXAMINATION – (AMENDED 08/20/2019)

Fire Inspector, Assistant Fire Marshal, Fire Protection Specialist, Fire Marshal

Each applicant shall submit an application complete with appropriate documentation to support meeting the minimum job requirements. All minimum qualifications must be met at the time the application is submitted and maintained throughout the hiring process unless otherwise provided within the job description. An applicant who fails to meet established minimum qualifications will be rejected and not allowed to participate in the examination process.

The examination contains the components noted below. The percentage following each examination component represents the component's weight within the total examination process. Examination components marked with an (*) require the achievement of a passing score in order to advance to the next phase of the examination process.

PHASE 1: Written Examination*

PHASE 2: Written Assessment*

PHASE 3: Oral Interview 100%*

Eligibility Register

All candidates who have successfully completed the examination process shall be placed on the appropriate eligibility register in rank order by examination score, including the addition of any Veteran's Preference points if applicable, to be certified by the Fire Civil Service Commission.

Background Investigation/Interview with the Fire Chief

Prior to an offer of employment, applicants on the eligibility register shall be subject to a background investigation and may be required to complete an interview with the Fire Chief.

Conditional Appointment/Medical and Psychological Examinations

Candidates on the eligibility register who have successfully passed all phases of the employment process may have their names submitted to the appointing authority to be considered for conditional appointment. This appointment may be conditional upon the successful completion of medical and psychological examinations as identified in Section 13 of these rules.

~~C. ENTRANCE EXAMINATION – ASSISTANT FIRE MARSHAL: Each applicant for the position of Assistant Fire Marshal shall complete the following examinations and if a~~

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~~passing score is obtained, shall be placed on the eligible roster ranked according to the relative score as follows. (AMENDED 04/24/2015)~~

PHASE I — 25%

~~1. **Application — 15%**~~

~~All applicants who meet the minimum qualifications shall be invited to participate in the written examination.~~

~~2. **Written Examination — 10%** (must obtain a score of at least 70% to pass the examination)~~

~~The ten highest scoring candidates who obtain a passing score on the written examination shall be invited to participate in a phone interview.~~

PHASE II — 75%

~~1. **Phone Interviews** (must obtain a score of at least 70% to pass the phone interview)~~

~~Candidates who obtain a passing score on the phone interview shall be invited to participate in an oral interview.~~

~~2. **Oral Interviews — 75%** (must obtain a score of at least 70% to appear on the eligibility roster)~~

TOTAL SCORE: 100%

Eligibility Register

~~All candidates who have successfully completed the entrance examination process for Assistant Fire Marshal shall be placed on the eligibility roster in rank order to be certified by the Fire Civil Service Commission.~~

Background Investigation/Interview with the Fire Chief

~~Prior to an offer of employment, applicants on the eligibility roster shall be subject to a background investigation and may be asked to interview with the Fire Chief.~~

Conditional Appointment/Section 13 Examinations

~~Candidates on the eligibility roster who have successfully passed all phases of the employment process may have their names submitted to the appointing authority to be considered for conditional appointment. This appointment is conditional upon the successful completion of any examinations identified in Section 13 of these rules.~~

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D.C. ENTRANCE EXAMINATION – MECHANIC: Each applicant for the position of Mechanic in the Fire Department shall complete the following examinations and if a passing score is obtained, shall be placed on the eligible roster ranked according to the relative score as follows. (AMENDED 08/15/2012)

1. Application 15%

Education 5%
Experience 10%

2. Preliminary Background Investigation

3. Written Exam 45% (must obtain a score of at least 70%)

4. Oral Interview* 40% (must obtain a score of at least 70%)

5. Veteran's Preference 25%, if applicable.

Veteran 10%
Disabled Veteran 15%

TOTAL SCORE: 100%

Each candidate for the position of Mechanic in the Fire Department who by means of rank becomes one of the three (3) names standing highest on the eligible roster, and who is not currently a member of the Rochester Fire Department and who has not already been examined by virtue of similar standing on a similar roster certified by the Rochester Civil Service Commission, shall pass the following additional examinations before being certified, with such examination being at the discretion of the Commission:

a) In-Depth Background Investigation	Pass/Fail
b) Medical Examination	Pass/Fail
c) Psychological Examination	Pass/Fail

If a candidate fails any of the above examinations, the candidate next in order shall be so examined and this procedure shall be followed until there are three (3) candidates to be certified who have passed each examination.

*The appropriate members of the board to conduct the oral interview shall be established as required by the Fire Civil Service Commission.

~~**E. ENTRANCE EXAMINATION – FIRE PROTECTION SPECIALIST:** Each applicant for the position of Fire Protection Specialist in the Fire Department shall complete the following examinations and shall be placed on the eligible roster ranked according to the relative score as follows. (ADOPTED 04/16/1999)~~

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~~1. PHASE I~~

~~Application 40%~~

~~Education 20%~~

~~Experience 20%~~

~~The six (6) highest scoring candidates of PHASE 1 shall advance to PHASE 2.~~

~~2. PHASE II~~

~~Oral Interview 60%~~

~~TOTAL SCORE: 100%~~

~~Each candidate who successfully completes PHASE 1 and PHASE II of the selection process for the position of Fire Protection Specialist shall be placed on a certified eligible roster based on total relative score accumulated.~~

~~When a vacancy occurs for the position of Fire Protection Specialist and a request has been received from the Fire Chief of the Fire Department to fill the vacancy, the three (3) names standing highest on the eligible register shall be submitted to the Common Council for the appointment of one (1) of the candidates to fill the vacancy.~~

~~Upon appointment, the candidate selected shall pass the following additional examinations:~~

- | | |
|---|----------------------|
| a) In-Depth Background Investigation | Pass/Fail |
| b) Medical Examination | Pass/Fail |
| c) Psychological Examination | Pass/Fail |

~~If a candidate fails any of the above examinations, the next three (3) names standing highest on the eligible roster shall be submitted to the Common Council for the appointment of one (1) candidate to fill the vacancy. The procedure shall continue until a candidate successfully completes the required examinations.~~

F.D. _____ PROMOTIONAL EXAMINATION PROCESS ACCOMMODATIONS

(ADOPTED 04/19/2007)

The allowance for accommodations for the examination process will be considered for candidates currently serving active military service and where it can be established that appropriate safeguards are in place to ensure consistency in the administration of the examination process and there is no unfair advantage granted.

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G.E. **PROMOTIONAL EXAMINATIONS**

1. The following weights are assigned to the examinations for promotional appointments to the position of **MOTOR OPERATOR**. (AMENDED 11/20/2018)

PHASE I

Oral Interview 50%*

PHASE II

Assessment Center 50%*

TOTAL SCORE: 100%

*Items denoted with an asterisk above require the achievement of a passing score in order to advance to the next examination phase and/or appear on the position eligibility roster.

2. The following weights are assigned to the examinations for promotional appointments to the position of **FIRE CAPTAIN**. (AMENDED 05/21/2019)

PHASE I – Teammate Evaluation 20%*

The top 10 candidates who successfully complete Phase I shall be invited to participate in Phase II.

PHASE II – Oral Interview 40%*

PHASE III – Assessment Center 40%*

TOTAL SCORE: 100%

*Items denoted with an asterisk above require the achievement of a passing score in order to advance to the next examination phase and/or appear on the position eligibility roster.

3. The following weights are assigned to the examinations and seniority for promotional appointments to the position of **BATTALION CHIEF** (AMENDED 03/19/2019)

PHASE I – Teammate Evaluation 20%*

PHASE II – Oral Interview 40%*

PHASE III – Assessment Center 40%*

TOTAL SCORE: 100%

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*Items denoted with an asterisk above require the achievement of a passing score in order to advance to the next examination phase and/or appear on the position eligibility roster.

4. The following weights are assigned to the examinations for appointment to the position of **DEPUTY CHIEF**

Notwithstanding any provision in the job description to the contrary, any Chief Officer in the Rochester Fire Department may participate in the Deputy Chief examination process in 2010. (AMENDED 02/18/2010)

- | | |
|---|------------|
| 1. APPLICATION Chief Fire Officer Designation (CFOD) | 10% |
| 2. LEADERSHIP ASSESSMENT Personnel Decisions, Int'l | 40% |
| 3. STRATEGY AND TACTICS EXERCISE | 10% |
| 4. ORAL INTERVIEW | 40% |

TOTAL SCORE: 100%

H.F. The procedures to be followed in the selection of candidates to be considered for the position of **FIRE CHIEF** shall be determined by the Commission when a vacancy occurs.

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SECTION 13. CERTIFICATION AND FITNESS FOR APPOINTMENT/EMPLOYMENT:
(AMENDED 06/25/1997, 02/13/2014, 04/24/2015, 05/22/2018, 06/18/2019, 08/20/2019)

Initial Appointment – Shift positions

At the time of an actual or anticipated vacancy, each person eligible to be certified for appointment shall complete a background investigation and may be required to complete an interview with the Fire Chief. If the Commission determines through the investigation and/or interview that a candidate is not suitable for appointment, the candidate's name shall be removed from the certified list of eligible candidates consistent with Section 8 of these Rules.

After the background investigation and interview, the names of candidates eligible for appointment shall be submitted to the appointing authority for approval to extend conditional offer(s) of employment. Such offer(s) shall be conditioned upon the successful completion of medical and psychological examinations¹.

Medical and psychological examinations shall be conducted by a licensed health care provider selected by the Commission. The provider(s) conducting the examinations shall supply the Commission with a pass/fail recommendation as to whether the candidate examined is qualified to perform the duties of the position.

If a candidate fails any of the above examinations or is determined to be not qualified to perform the duties of the positions, he or she will not proceed in the hiring process and his or her name will be removed from the eligibility roster. As a result, the process will continue to the next candidate in rank order, dependent on the Fire Department's hiring need. The candidate shall undergo the required examinations and such process will continue until there is a candidate eligible for appointment.

After passing the required examinations, a candidate refusing an offer of appointment will be removed from the eligibility roster unless the candidate makes a written request for a hearing before the Commission within 10 days of the appointment offer. If, after the hearing, the Commission determines good cause for not removing the candidate's name, it may be reinstated on the list at the Commission's discretion.

Initial Appointment – Non-shift positions

At the time of an actual or anticipated vacancy, each person eligible to be certified for appointment shall complete a background investigation and may complete an interview with the Fire Chief². Background investigation results will be reviewed by Human Resources and the immediate hiring manager to determine suitability for hire. If discrepancies in the background

¹ In the event a previously appointed candidate is offered reappointment with the department, such offer may be conditional upon successful completion of medical and psychological examination(s) at the discretion of the Fire Chief.

² Interviews will be conducted in the examination process at the discretion of the Fire Chief. If interviews are conducted, they will be conducted consistently for all candidates immediately eligible for appointment in the given examination process.

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investigation exist that may provide for the rejection of a candidate under Section 8, background investigations will be brought to the Commission for their consideration.

After the background investigation and interview (optional), the names of candidates eligible for appointment shall be submitted to the appointing authority for approval to extend conditional offer(s) of employment. Such offer(s) shall be conditioned upon the successful completion of any examinations relevant to the job position.

If a candidate fails any examination(s) that is/are a condition of appointment, or if the candidate is determined not qualified to perform the duties of the position, he or she will not proceed in the hiring process and his or her name will be removed from the eligibility roster. As a result, the process will continue to the next candidate in rank order, dependent on the Fire Department's hiring need. The candidate shall undergo the required examinations and such process will continue until there is a candidate eligible for appointment.

After passing the required examinations, a candidate refusing an offer of appointment will be removed from the eligibility roster unless the candidate makes a written request for a hearing before the Commission within 10 days of the appointment offer. If, after the hearing, the Commission determines good cause for not removing the candidate's name, it may be reinstated on the list at the Commission's discretion.

Promotional Appointment

Medical and psychological examination(s) to determine such fitness to perform the duties of a promoted position may be required by the Commission, after consultation with the Fire Chief. Such determination shall be made prior to the announcement of the examination for a promoted position. When required, the medical and/or psychological examination(s) shall be conducted prior to appointment.

In cases where an employee is promoted or transferred into a position that is not defined as promotional under Section 10, the employee is subject to undergo any examinations relevant to the job position as described in the "initial appointment" sections above.

Ongoing Fitness for Employment

Employees occupying a classified position must maintain an ongoing fitness to perform the duties of their position. Employees shall be subject to a fitness for duty examination by a licensed health care provider at the discretion of the Commission.



CITY OF ROCHESTER
Created: Aug 8, 2016

Fire Inspector

This is a Classified Position under the
Fire Civil Service Commission



Nature of Work

The Fire Inspector is an entry-level, skilled position in the Fire Prevention Bureau focused on fire prevention through the enforcement of regulatory fire codes and education of the public. Duties of this position include, but are not limited to, conducting plan reviews and inspections to ensure compliance with federal, state, and local fire codes and recordkeeping requirements; and conducting public information and education programs.

DUTIES AND RESPONSIBILITIES:

The work below is representative of the scope of work performed within this job classification. Individual job duties will vary based on work assignment.

***Enforce federal, state, and local fire codes and comply with recordkeeping requirements**

Plan Review

- Examine plan documents for compliance with applicable regulations and industry standards
- Identify deficiencies and communicate corrective actions to applicant(s); review revised plan documents to ensure compliance with minimum requirements
- Issue the appropriate permit document authorizing the applicant to proceed with the proposed project or activity/event

Inspections

- Conduct new construction, maintenance, and complaint inspections to ensure compliance with laws, codes, ordinances, regulations and standards
- Identify deficiencies and communicate corrective actions and required timelines; conduct follow up inspections to ensure compliance with applicable codes
- Issue the appropriate operational and/or occupancy permits

***Conduct public information and education programs**

- Conduct fire prevention classes and demonstrations as directed
- Provide training to department employees in fire prevention techniques and procedures

***Perform other related duties as assigned**

- Respond to emergency calls as directed
- Complete special projects as assigned

MINIMUM QUALIFICATIONS:

Due to the hazardous work in this position, qualified candidates must be at least 18 years of age.

Education and Experience

High school diploma or equivalent and two years of experience in the design, installation, and/or maintenance of fire protection systems, code enforcement, facilities management, or related field.

OR

Associate's degree in Fire Technology, Fire Science, Fire Protection Engineering or related field.

OR

Current RFD employees only: High school diploma or equivalent and at least two years of experience as a Firefighter in the Rochester Fire Department.

Licenses and/or Certifications

Valid driver's license

Achievement of the following certifications is required within the specified time period below as a condition of continued employment. All certifications must be maintained throughout employment in this position.

Issuing Agency: *International Code Council*

- Fire Inspector I (within 6 months post hire)
- Fire Inspector II (within 12 months post hire)
- Commercial Fire Sprinkler Inspector (within 18 months post hire)
- Commercial Fire Alarm Inspector (within 24 months post hire)

Desirable Qualifications

Fire Inspector

ICC Fire Inspector I and II

MN Fire Inspector I and II

NFPA Fire Prevention certification

POSITION COMPETENCIES

Decision Quality: Making good and timely decisions that keep the organization moving forward.

Action oriented: Taking on new opportunities and tough challenges with a sense of urgency, high energy, and enthusiasm.

Communicates effectively: Developing and delivering multi-mode communications that convey a clear understanding of the unique needs of different audiences.

Situational adaptability: Adapting approach and demeanor in real time to match the shifting demands of different situations.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: modern fire protection methods and procedures; fire chemistry and principles of fire behavior; building construction practices; theories, principles and practices of fire science; statutory regulations related to fire, building and housing codes; associated industry standards; and risk reduction principles, techniques and equipment.

Skill in: work independently in organizing and prioritizing work assignments; exercising good judgment in stressful situations; and effective communication techniques.

Ability to: critically analyze information; make sound decisions; interpret and apply appropriate codes, ordinances, and regulations; read and write technical reports; keep accurate records; present complex information in an understandable manner; understand principles and operation of alarm systems, automatic fire sprinkler systems and other relevant technology; deal courteously and effectively with the public; establish and maintain cooperative relationships with internal and external customers; adapt to changing work environments; utilize management information systems; and operate a motor vehicle in all weather conditions.

ADDITIONAL INFORMATION:

THIS POSITION IS COVERED BY THE FIRE DEPARTMENT'S RESPONSE TIME REQUIREMENT

As a condition of continued employment, employees must establish and maintain their residence within a response time of no more than thirty (30) minutes from the city limits of Rochester.

PHYSICAL AND ENVIRONMENTAL CRITERIA

In compliance with the Americans with Disabilities Act, the following represents the physical and environmental demands for this position. The employee must be able to perform the essential functions with or without accommodation.

In consideration of the overall amount of physical effort and the exertion of force (lifting, carrying, pushing and pulling) required to perform this position, the work is best described as *Light Work*: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.

Physical demands that may be required continuously (2/3 or more of the time), frequently (1/3 to 2/3 of the time), and occasionally (up to 1/3 of the time) are noted below:

Frequent demands: standing, sitting, walking, and fine dexterity.

Occasional demands: crouching, lifting, pushing, pulling, handling, carrying, crawling, reaching, kneeling, bending, twisting, climbing, balancing, and foot controls.

Sensory requirements necessary in the performance of the essential functions of this position include: sight, hearing, touch, and smell.

Environmental conditions that may exist in the performance of the essential functions of this job include:

- Extreme cold (below 32 degrees)
- Extreme heat (above 100 degrees)
- Noise (need to shout in order to be heard)
- Vibration (exposure to oscillating movements of the extremities or whole body)
- Exposure to dust/gas/fumes/steam/chemicals
- Work outdoors (no effective protection from weather)
- Walk on uneven ground (gravel, rocks, mounds, construction sites)
- Work at heights (such as on scaffolding or ladders)
- Working around moving machinery (fork-lifts, tractors, mowers)

FIRE INSPECTOR
FIRE DEPARTMENT
CREATED: 08/08/2016
REVISED: 08/20/2019



Assistant Fire Marshal

Class Code:
ASTFRM

Bargaining Unit: IAFF - Fire (non shift)

CITY OF ROCHESTER
Established Date: Jun 14, 2006
Revision Date: ~~Apr 24, 2015~~ Aug 20, 2019

Nature of Work

The Assistant Fire Marshal is a skilled position focused on fire prevention through the enforcement of regulatory fire codes, investigation of fires, and education of the public. Duties of this position include, but are not limited to, conducting plan reviews and inspections to ensure compliance with federal, state, and local fire codes and recordkeeping requirements; investigating fires to determine origin and cause; and conducting public information and education programs.

DUTIES AND RESPONSIBILITIES:

The work below is representative of the scope of work performed within this job classification. Individual job duties will vary based on work assignment.

***Enforce federal, state, and local fire codes and comply with recordkeeping requirements**

Plan Review

- Examine plan documents for compliance with applicable regulations and industry standards
- Identify deficiencies and communicate corrective actions to applicant(s); review revised plan documents to ensure compliance with minimum requirements
- Issue the appropriate permit document authorizing the applicant to proceed with the proposed project or activity/event

Inspections

- Conduct new construction, maintenance, and complaint inspections to ensure compliance with laws, codes, ordinances, regulations and standards
- Identify deficiencies and communicate corrective actions and required timelines; conduct follow up inspections to ensure compliance with applicable codes
- Issue the appropriate operational and/or occupancy permits

***Investigate fires to determine origin and cause**

- Respond to calls for on-scene ~~fire~~-investigation of fire and explosions
- Prepare report of facts; identify, safeguard and collect evidence; and provide court testimony in collaboration with law enforcement and the State Fire Marshal

***Conduct public information and education programs**

- Conduct fire prevention classes and demonstrations as directed
- Provide training to department employees in fire prevention techniques and procedures

Perform other related duties as assigned

- Respond to emergency calls and fire scenes as directed
- Complete special projects as assigned

MINIMUM QUALIFICATIONS:

Due to the hazardous work in this position, qualified candidates must be at least 18 years of age.

Education and Experience

High school diploma or equivalent and five years of experience in the design, installation, and/or maintenance of fire protection systems or fire code enforcement.

OR

Associate's degree in Fire Technology, Fire Science, Fire Protection Engineering or related field and one year of experience in the design, installation, and/or maintenance of fire protection systems or fire code enforcement.

OR

Current RFD employees only: High school diploma or equivalent and at least two years of experience as a Firefighter in the Rochester Fire Department.

Licenses and/or Certifications

Valid driver's license

Achievement of the following certifications is required within the specified time period below as a condition of continued employment. All certifications must be maintained throughout employment in this position.

Issuing Agency: *International Code Council*

- Fire Inspector I (within 3 months post hire)
- Fire Inspector II (within 6 months post hire)
- Commercial Fire Sprinkler Inspector (within 9 months post hire)
- Commercial Fire Alarm Inspector (within 12 months post hire)

Issuing Agency: *International Association of Arson Investigators*

- Fire Investigation Technician (within 24 months post hire)

Desirable Qualifications

Fire Inspector

~~ICC Fire Inspector I and II~~

MN Fire Inspector I and II

NFPA Fire Prevention certification

~~*Fire Investigator*~~

~~IAAI certification~~

Fire Public Educator

MN Public Educator

NFPA Public Educator Certification

State of Minnesota Firefighter I/II certification

~~Minnesota-EMSRB certification~~

National Institute for Certification in Engineering Technologies (NICET) certification

POSITION COMPETENCIES

Manages complexity: Making sense of complex, high quantity, and sometimes contradictory information to effectively solve problems.

Ensures accountability: Holding self and others accountable to meet commitments.

Interpersonal savvy: Relating openly and comfortably with diverse groups of people.

Communicates effectively: Developing and delivering multi-mode communications that convey a clear understanding of the unique needs of different audiences.

Situational adaptability: Adapting approach and demeanor in real time to match the shifting demands of different situations.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: modern fire protection methods and procedures; fire chemistry and principles of fire behavior; building construction practices; theories, principles and practices of fire science; statutory regulations related to fire, building and housing codes; associated industry standards; and risk reduction principles, techniques and equipment.

Ability to: critically analyze information; make sound decisions; interpret and apply appropriate codes and ordinances; read and write technical reports; keep accurate records; present complex information in an understandable manner; understand and properly apply fire safety codes and regulations; understand principles and operation of alarm systems, automatic fire sprinkler systems and other relevant technology; deal courteously and effectively with the public; establish and maintain cooperative relationships with internal and external customers; adapt to changing work environments; utilize management information systems; and operate a motor vehicle in all weather conditions.

Skill in: work independently in organizing and prioritizing work assignments; exercising good judgment in stressful situations; and effective communication techniques.

ADDITIONAL INFORMATION:

THIS POSITION IS COVERED BY THE FIRE DEPARTMENT'S RESPONSE TIME REQUIREMENT

As a condition of continued employment, employees must establish and maintain their residence within a response time of no more than thirty (30) minutes from the city limits of Rochester.

***THIS POSITION MAY BE COVERED BY THE CITY'S RESPIRATORY PROTECTION PROGRAM**

Employees in this position are required to use respiratory equipment and the City of Rochester will conform to all State and Federal requirements in administering this program.

PHYSICAL AND ENVIRONMENTAL CRITERIA

In compliance with the Americans with Disabilities Act, the following represents the physical and environmental demands for this position. The employee must be able to perform the essential functions with or without accommodation.

In consideration of the overall amount of physical effort and the exertion of force (lifting, carrying, pushing and pulling) required to perform this position during **non-investigation** circumstances, *Light Work:* Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.

In consideration of the overall amount of physical effort and the exertion of force (lifting, carrying, pushing and pulling) required to perform this position during **investigation**, the work is best described as *Medium/Heavy Work*: Exerting up to 100 pounds of force infrequently, up to 50 pounds of force occasionally, up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Physical demands that may be required continuously (2/3 or more of the time), frequently (1/3 to 2/3 of the time), and occasionally (up to 1/3 of the time) are noted below:

Frequent demands: standing, sitting, walking, reaching, and fine dexterity.

Occasional demands: crouching, lifting, pushing, pulling, handling, carrying, crawling, kneeling, bending, twisting, climbing, balancing, and foot controls

Sensory requirements necessary in the performance of the essential functions of this position include: sight, hearing, touch, and smell.

Environmental conditions that may exist in the performance of the essential functions of this job include:

- Extreme cold (below 32 degrees)
- Extreme heat (above 100 degrees)
- Noise (need to shout in order to be heard)
- Vibration (exposure to oscillating movements of the extremities or whole body)
- Exposure to dust/gas/fumes/steam/chemicals
- Work outdoors (no effective protection from weather)
- Walk on uneven ground (gravel, rocks, mounds, construction sites)
- Work at heights (such as on scaffolding or ladders)
- Working around moving machinery (fork-lifts, tractors, mowers)
- Protective equipment required (respirator, mask, earplugs, gloves, eyewear, etc.)
- Potential exposure to infectious diseases



Fire Marshal

This is a Classified Position under the
Fire Civil Service Commission



CITY OF ROCHESTER
Revision Date: ~~Aug-8, 2016~~ Aug 20, 2019

Nature of Work

The Fire Marshal is a leadership position focused on fire prevention and risk reduction within the Rochester community. performs administrative and supervisory work in the Rochester Fire Department. Duties of this position include, but are not limited to, proactively developing strategies to mitigate risk and enhance fire protection efforts within the community; working in partnership with City officials, teammates and community stakeholders to provide education and enforce federal, state, and local fire codes; acting as a positive reflection and representative of the department leadership team in the development, administration, and representation of departmental goals, objectives, policies, programs, and priorities; exhibiting leadership effectiveness through building an engaged team and demonstrating a commitment to ongoing learning; assisting in the development, administration, and representation of departmental goals, objectives, policies, programs, and priorities; providing ongoing leadership and supervision to assigned employees; investigating fires to determine origin and cause; preparing federal, state, and department reports; acquiring and sharing information on new techniques in fire prevention; conducting plan reviews and inspections to ensure compliance with federal, state, and local fire codes and recordkeeping requirements; and assisting Fire Leadership in the administration of the department. investigating fires to determine origin and cause.

DUTIES AND RESPONSIBILITIES:

The work below is representative of the scope of work performed within this job classification. Individual job duties will vary based on work assignment.

***Proactively develop strategies to mitigate risk and enhance fire protection efforts within the community**

- Provide leadership to the City in the area of Community Risk Reduction through formulating, implementing, and evaluating programs to reduce risk and increase department efficiency
- Develop and implement public fire and life safety education programs to reduce the occurrence and severity of fires within the community
- Actively participate in classes relating to fire prevention, community risk reduction, and hazardous materials
- Provide education to other department and City teammates regarding fire prevention programs, techniques, and/or initiatives
- Recommend future internal and external training needs based on observed deficiencies

***Work in partnership with City officials, teammates, and community stakeholders to provide education and enforce federal, state, and local fire codes**

- Coordinate the fire department's plan review and inspection processes with internal and

external collaborative agencies

- Meet and correspond with various citizens, professional, business, legislative, and other groups to answer questions and to secure support in carrying out various department programs and initiatives
- Coordinate Fire Marshal Division communication efforts with the department and City communication teams

***Act as a positive reflection and representative of the department leadership team in the development, administration, communication, and representation of departmental goals, objectives, policies, programs and priorities**~~Assist in the development, administration, and representation of departmental goals, objectives, policies, programs and priorities~~

- Assist in the preparation, implementation, and control of department budget
- Implement departmental standard operating guidelines in the performance of work assignments as applicable
- Assist in coordinating Fire Department activities with other City departments and outside agencies
- Partner with City teammates and community groups/organizations to represent and advance the department vision
- Perform outreach and engagement activities to enhance communication, education, and positive relationships with the community
- Actively participate in the Fire Department Leadership Team meetings and ensure consistent communication and messaging throughout the organization
- Inspire the department team to advance and support the City and department strategic vision and objectives

***Provide ~~leadership and~~ supervision to assigned employees**

- Direct employees to the completion of work assignments; delegate responsibilities as appropriate
- Evaluate the performance of assigned employees and conduct timely annual performance reviews
- Ensure the performance of employees is in accordance with City and departmental policies, procedures, and standards; initiate corrective action as appropriate
- Ensure employee training records are current

***Investigate fires to determine origin and cause**

- Respond to calls for on-scene investigation of fires and explosions
- Prepare report of facts; identify, safeguard and collect evidence; and provide court testimony in collaboration with law enforcement and the State Fire Marshal

- Identify fire origin and cause trends; develop/implement strategies to reduce these occurrences

***Prepare and maintain a variety of records and reports**

- Prepare state fire reports for Minnesota Fire Incident Reporting System (MFIRS)
- Ensure federal, state, and departmental reports are processed in a timely and accurate manner
- Examine reports on fires, fire losses, and fire prevention inspections

***Assist Fire Leadership in the administration of the department**

- Work with fire leadership in planning, organizing, and implementing department goals and objectives
- Provide support to shift Battalion Chiefs
- Direct and coordinate department level preplan and company inspection programs
- Coordinate the development and implementation of local fire prevention ordinances, standards, and policies for the City of Rochester

Perform other related duties and special projects as assigned

~~*Keep abreast of new developments in fire protection technologies~~

~~Assist in formulating, implementing and evaluating programs to lessen fire risk and increase department efficiency~~

~~Attend classes relating to fire suppression, command, fire prevention, and hazardous materials~~

~~Relay information regarding new fire prevention and fire suppression techniques to employees~~

~~Recommend future training needs based on observed deficiencies~~

~~*Enforce federal, state, and local fire codes and comply with recordkeeping requirements~~

~~Plan Review~~

~~Examine plan documents for compliance with applicable regulations and industry standards~~

~~Identify deficiencies and communicate corrective actions to applicant(s); review revised plan documents to ensure compliance with minimum requirements~~

~~Issue the appropriate permit document authorizing the applicant to proceed with the proposed project or activity/event~~

~~Inspections~~

~~Conduct new construction, maintenance, and complaint inspections to ensure compliance with laws, codes, ordinances, regulations and standards~~

~~Identify deficiencies and communicate corrective actions and required timelines; conduct follow up inspections to ensure compliance with applicable codes~~

~~Issue the appropriate operational and/or occupancy permits~~

~~*Investigate fires to determine origin and cause~~

~~Respond to calls for on-scene fire investigation
Prepare report of facts; identify, safeguard and collect evidence; and provide court testimony in collaboration with law enforcement and the State Fire Marshal~~

~~**Perform other related duties as assigned**~~

~~Respond to emergency calls and fire scenes as directed
Complete special projects as assigned~~

*ESSENTIAL FUNCTIONS

MINIMUM QUALIFICATIONS:

Due to the hazardous work in this position, qualified candidates must be at least 18 years of age.

Education and Experience

An Bachelor's Degree in Fire Protection Engineering, Fire Science or related field and a minimum of three years of experience in fire inspection, fire investigation or related work in a fire prevention bureau or similar organization.

OR

An Associate's degree in Fire Protection Engineering, Fire Science or related field and a minimum of six years of experience in fire inspection, fire investigation or related work in a fire prevention bureau or similar organization.

OR

An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job.

Licenses and/or Certifications

Valid driver's license

Fire Inspector II – *International Code Council*

Fire Investigation Technician or Certified Fire Investigator – *International Associations of Arson Investigators*

Desirable Qualifications

Fire Marshal Designation - *Center for Public Safety Excellence*

State of Minnesota Firefighter I/II certification

Minnesota EMSRB certification

National Institute for Certification in Engineering Technologies (NICET) certification

Fire Inspector

MN Fire Inspector I and II

NFPA Fire Prevention certification

Fire Investigator

International Association of Arson Investigators certification

Fire Public Educator

MN Public Educator

NFPA Public Educator certification

POSITION COMPETENCIES

Strategic mindset – seeing ahead to future possibilities and translating them into breakthrough strategies.

Ensures accountability – holding self and others accountable to meet commitments.

Manages conflict – handling conflict situations effectively, with a minimum of noise.

Builds networks – effectively building formal and informal relationship networks inside and outside the organization.

Demonstrates self-awareness – using a combination of feedback and reflection to gain productive insight into personal strengths and weaknesses.

Builds effective teams – building strong-identity teams that apply their diverse skills and perspectives to achieve common goals.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: the principles of modern fire department administration, organization and operation; department rules and regulations and standard operating procedures; federal, state and local laws and regulations pertaining to the administration and provision of Fire Department programs and services; budgeting practices and techniques theories, principles and practices of fire protection methods and procedures; fire chemistry and principles of fire behavior; building construction practices; fire science; statutory regulations related to fire, building and housing codes; associated industry standards; and risk reduction principles, techniques and equipment.

Skill in: leading and directing others; organizing and prioritizing work; exercising good judgment in stressful situations; training and mentoring employees; and effective communication techniques.

Ability to: demonstrate commitment to the City of Rochester's organizational values statements and standards; critically analyze information; plan, organize and direct the work of employees; make sound decisions; interpret and apply appropriate codes and ordinances; read and write technical reports; keep accurate records; present complex information in an understandable manner; understand and properly apply fire safety codes and regulations; understand principles and operation of alarm systems, automatic fire sprinkler systems and other relevant technology; deal courteously and effectively with the public; establish and maintain cooperative relationships with internal and external customers; adapt to changing work environments; utilize management information systems; and operate a motor vehicle in all weather conditions.

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Working around moving machinery (fork-lifts, tractors, mowers)

Protective equipment required (respirator, mask, earplugs, gloves, eyewear, etc.)

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FIRE MARSHAL

FIRE DEPARTMENT

REVISED AND APPROVED: 08/08/2016, 08/20/2019